

OTE 83-5048

17 MAY 1983

MEMORANDUM FOR: Assistant Director for Policy and Planning, OF

ATTENTION:

FROM:

Executive Officer, OTE

SUBJECT: Time and Attendance Reporting

REFERENCE: Your Memorandum to EXO/OTE dated 26 April 1983 (ADPP 79-83-38), Same Subject

1. A close look at the Office of Training and Education's (OTE) Time and Attendance (T&A) reporting procedure reflects no specific written designations as noted in the Reference. The senior management of each reporting group (i.e., Management and Administrative Training Division) appoints a T&A clerk from among its staff focusing the duty in the person's Advance Work Plan where it is spelled out and agreed upon by both employee and the Agency. While this would seem to satisfy the essence if not the letter of [redacted] OTE would have no objection to repeating the T&A designation in individual letters if need be.

2. A current listing of appointed T&A clerks is always on file in the B&F office. The list is revised for any change in clerk, address, phone number, etc.

3. Individual rotations of T&A clerks by OTE components are duly reported to the B&F office where the designees receive guidance and instruction in the T&A procedures. While some offices might find this identification process troublesome, in OTE it is simplified as all exchanges of cards, checks and work flow is by hand. T&A clerks physically report to the B&F office on a biweekly basis.

4. As any supervisor's certification is essentially an exercise of that person's integrity, the most that can be done is to reinforce their understanding of the actual mechanics, responsibilities, quirks and penalties of the system including all new regulations, amendments, and changes. OTE advises supervisors by way of staff meetings, insuring the circulation of new regulations and policies, and through personal counseling.

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5. Including the senior T&A clerk,  
has 17 reporting clerks.

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C/B&F/OTE (16May83)  
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Orig - Addressee  
1 - EXO/OTE  
1 - AD/OTE  
1 - B&F/OTE Chrono  
1 - Registry/OTE